

# How to Register for the Conference

Please note: TRAIN 3.0 has been released. Registration will look different than in previous years.

Welcome to the new version of MI-TRAIN. Take a look around. The new web address is <http://www.train.org/mi-train>. If you have questions with registration, please contact Kristi Daymon at [daymonk2@michigan.gov](mailto:daymonk2@michigan.gov) or 517-284-3818.

## Starting Registration:

[Register here](#) or type in **2018 Great Lakes Homeland Security** in the search box and click Enter.

Click on the title of the conference **SCHOOL TRACK** to register

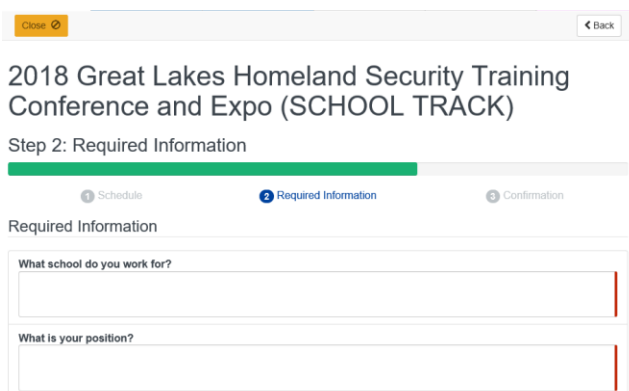
- Wait a brief moment for the  to load on the page.



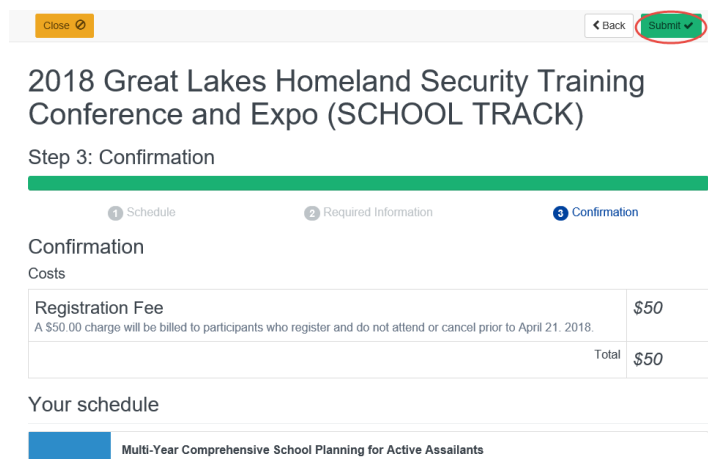
**Registering for the Conference:** The school track has mandatory sessions, so they will automatically populate. Click **Next**.



Step 2: Required information: You must answer the required questions before the next button will appear. Once entered, click **Next**.



Step 3: You will see a confirmation page that summarizes your registration. If everything looks correct, click the green submit button at the top of the screen. **At this point it appears a fee is due. Click submit and complete the registration in MI-TRAIN. You will enter the special code at the payment site.**



Costs	
Registration Fee	\$50
A \$50.00 charge will be billed to participants who register and do not attend or cancel prior to April 21, 2018.	
Total	\$50

- Once you hit submit, you will be returned to the conference details page. There you should see a **Go To Step 2** button. Click that to advance to the external Payment Processing Center. **This is where you will enter the code.**



MI-TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR ADMIN HELP

2018 Great Lakes Homeland Security Training Conference and Expo (SCHOOL TRACK)

Back Register User Withdraw Edit My Registration **Go to Step 2 of Registration**

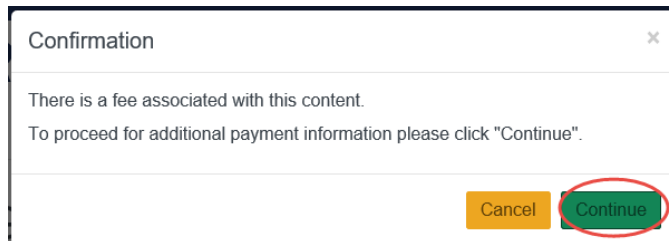
Your payment is pending

Pending Conference ID 1875946


When it comes to ensuring the protection of the health and safety of children, school personnel must be prepared and trained for potential security threats and other emergency incidents.

This year's school track provides a wide array of workshops geared toward improving security and safety in Michigan schools. Attendees of the curriculum will be prepared to address the many threats and situations they could potentially face within their school environments, while receiving resources on programs and resources that

- You will receive a message that a fee is associated with this conference, click **Continue**.

A confirmation dialog box with a title bar that says "Confirmation" and a close button (X). The text inside reads: "There is a fee associated with this content. To proceed for additional payment information please click 'Continue'." At the bottom right, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red circle.

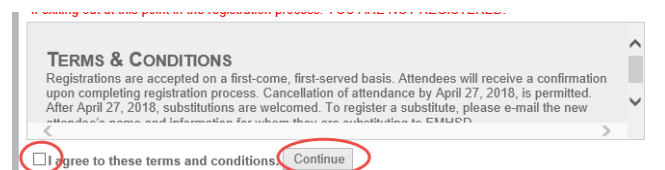
- Enter your special code and click **Next**.

A screenshot of the Michigan State Police website's payment processing center. The header features the Michigan State Police logo and the text "Michigan State Police" and "Michigan.gov". Below the header, it says "WELCOME TO THE PAYMENT PROCESSING CENTER." and "The next step in your registration is to enter your special code below. If you do not have a special code please continue with your registration by clicking continue..". There is a text input field for "Special Code" containing "18schooloffer" and a "Continue" button. A red note at the bottom states: "NOTE: The registration process will end if left idle for more than 15 minutes."

- Enter any dietary needs and click **Continue**.

A screenshot of the "REGISTRATION INFORMATION" form. The header features the Michigan State Police logo and the text "Michigan State Police" and "Michigan.gov". Below the header, it says "REGISTRATION INFORMATION" and "Please fill out the following registration information:". There is a table with two columns: "List any specific dietary needs:" and "Additional Fee". The "Additional Fee" column shows "\$0.00" and a text input field. At the bottom, there are "Back" and "Continue" buttons. A red note at the bottom states: "If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!"

- You will see a summary of your information. If everything is correct, check the box to agree to the terms and conditions and click **Continue**.

A screenshot of the "TERMS & CONDITIONS" summary. The text reads: "Registrations are accepted on a first-come, first-served basis. Attendees will receive a confirmation upon completing registration process. Cancellation of attendance by April 27, 2018, is permitted. After April 27, 2018, substitutions are welcomed. To register a substitute, please e-mail the new attendee's name and information for whom they are substituting to: EMUCO@". At the bottom, there is a checkbox labeled "I agree to these terms and conditions." and a "Continue" button. Both the checkbox and the "Continue" button are highlighted with red circles.

**Finalizing Information:** You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**